

**MINUTES**  
***Public Health Council***  
***State Health Plan Committee***  
**August 19, 2005, 10:00 a.m. – 2:30 p.m.**  
**DEPARTMENT OF AGRICULTURE, TRADE, AND CONSUMER PROTECTION**

STATE OF WISCONSIN

MINUTES OF THE MEETING OF AUGUST 19, 2005

**Committee Members in Attendance:** Richard Perry, Chair; Catherine Frey; Carol Graham; Peggy Hintzman; Gary Hollander (by teleconference); Mark Huber (by teleconference); Juli Kaufmann; Patrick Remington; Doris Schoneman; JoAnn Weidmann

**Absent Committee Members:** Sandy Anderson; Mary Jo Baisch; Sally Nusslock; Greg Nycz; Julie Willems Van Dijk

**Bureau of Health Information and Policy Staff:** Susan Wood; Patricia Guhleman; Stacia Jankowski; Margaret Schmelzer

Agenda Item	Discussion	Follow-Up Action
Call to Order	Richard Perry called the meeting to order at 10:15 a.m.	
Review of minutes from June 10, 2005	Review of the minutes was deferred until the next meeting.	Review June 10, 2005, minutes at September 21 meeting.
Discuss Committee Rules of Order and Procedure	<p>The Committee discussed the Council Rules of Order and Procedure and the fact that they have not yet been approved by the Council. A workgroup will discuss the Rules of Order and Procedure and provide recommendations on how to reduce overlap between the Council and the Committee.</p> <p>Specification on membership was a point of discussion. The Committee would like to see more diverse membership in order to remain credible when discussing issues that affect minority populations. Susan Wood suggested that with a new Minority Health Officer and the new Division Administrator, a more formal feedback loop may be created. Carol Graham made a motion to ask the Council to address the issue of membership, which was seconded by Doris Schoneman. Until this issue is brought to the Council, Richard Perry will extend an invitation to the Council's minority members to participate in this Committee.</p>	<p>A workgroup was formed to make recommendations at the next Committee meeting on changes to the Council's Rules of Order and Procedure, the Committee Charter, and creating Committee Rules of Order and Procedure (if needed).</p> <p>Richard Perry will extend an invitation to minority members of the Council to participate in the Committee.</p>
SHPC Work Plan and Calendar	<p>Peggy Hintzman provided an overview of the proposed work plan and its intent. Discussion points included:</p> <ul style="list-style-type: none"> <li>▪ Focusing on the priorities listed in the charter versus reporting on all the priorities in the state health plan. Committee members agreed that they have to focus on all priorities, with special</li> </ul>	<p>Rewrite goals 5 and 6 in the work plan to address both health status and health disparities.</p> <p>Revise goal 7 to detail how health status and disparities</p>

Agenda Item	Discussion	Follow-Up Action
	<p>emphasis on those that are identified in the charter.</p> <ul style="list-style-type: none"> <li>▪ The insufficient attention to the health priority “Social and economic factors that influence health” within the work plan itself. Goal 7 will be updated to incorporate this issue. This priority will be addressed as separate and cross-cutting all other priorities.</li> <li>▪ The desire of the Committee to provide advice to both the Division of Public Health and the University of Wisconsin Population Health on issues related to the overarching goals of eliminating health disparities and promoting and protecting the health of all.</li> <li>▪ The subcommittee structure detailed in Attachment 1.</li> </ul>	<p>can be incorporated into this item without derailing the work of the Committee and to include the priority “social and economic factors that influence health.”</p> <p>Stacia Jankowski will send out the proposed subcommittee structure to all members for review.</p> <p>Ms. Hintzman will adjust the calendar and work plan to cover two years instead of one.</p>
Next meeting	<p>The Committee discussed the need to meet monthly with the expanded subcommittee structure, and decided to meet monthly until the Committee is more established. This decision will be revisited in the coming months.</p> <p>The next meeting is scheduled for Wednesday, September 21, 2005, from 10:00 a.m. until 2:30 p.m. The location is yet to be determined.</p>	<p>Juli Kaufmann offered to find a meeting venue in Milwaukee.</p>
Agenda items for the next meeting	<ol style="list-style-type: none"> <li>1. Proposed State Health Plan Committee Charter – Doris Schoneman and JoAnn Weidmann</li> <li>2. Proposed Rules of Order and Procedure – Doris Schoneman and JoAnn Weidmann</li> <li>3. Membership report – Richard Perry</li> <li>4. Web site update – Stacia Jankowski</li> </ol>	
Adjournment	<p>Mr. Perry adjourned the meeting at 2:34 p.m.</p>	

Recorded by Stacia Jankowski  
Bureau of Health Information and Policy

**Public Health Council State Health Plan Committee  
Subcommittee Structure**

Attachment 1

<b>SHPC vs. SC</b>	<b>Name</b>	<b>Scope of Work</b>	<b>Timing</b>	<b>Members</b>	<b>Crosslink Work Plan Goal</b>
SC	Transformation	Cross-referenced to the Systems' Transformation Measurement project.	9/05 – 12/05	Carol Graham Mark Huber Gary Hollander	4, 9
SC	Charter and Rules of Order and Procedure	Propose and finalize the SHPC rules of order and procedure. Prepare documents and lead discussions at the SHPC meetings. Assure that proposed documents are consistent and do not override rules of order and procedure of the PHC. Subcommittee to dissolve once the PHC approves documents.	9/05 – 11/05	Doris Schoneman JoAnn Weidmann Julie Willems Van Dijk	1
SC	Framework	To develop the framework, including a methodology, specific tasks and responsibilities, to be used to evaluate each health and infrastructure priority of HW 2010 and describes the information and data to be presented to the PHC and the public.	9/05 - ?	Peggy Hintzman Mary Jo Baisch Cathy Frey Margaret Schmelzer	3, 7
SC	Financing	Identify a method to identify, collect, and evaluate non-governmental data related to financing Wisconsin's public health system.	12/05 – 4/06	Carol Graham Juli Kaufmann Mark Huber Julie Willems Van Dijk	8
SC	Partnership	Identify a method to identify, collect, and evaluate non-governmental partnership data. Work with the DPH to develop a methodology to collect information about state-level partnerships and publish it as a companion to the local partnership database. Work with DPH to develop a methodology to update the local partnership database currently available on the state health plan CD ROM.	12/05 – 4/06	Sally Nuslock Richard Perry Julie Willems Van Dijk Margaret Schmelzer	8